

# Field Trips: “You Want to Go Where?”

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### Disclaimer:

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# Are Field Trips Allowable?

- Yes!
- They should be connected to the academic or enrichment program and provide an educational experience from which students can grow academically and/or culturally.
- The program should document how all field trips are linked to academic learning and how the trip will assist with meeting program goals outlined in the after-school program plan.

# When is a Field Trip Unallowable?

- Trips that are non-educational and not directly related to student learning or program objectives are unallowable under federal regulations.
- Trips **cannot be planned for entertainment** purposes (including amusement, diversion, social activities, and ceremonials and any costs associated with the purposes; such as, tickets to events, meals, lodging, rentals, transportation).

# Field Trip Planning

- The activity undertaken on any field trip must fall within the stated program activities and program budget.
- Careful attention should be given to trip selection, pre-visit preparation, and appropriate follow-up activities such as an evaluation of the field trip as it relates to the overall goals, objectives, and strategies for successful after school programs.

# Field Trip Planning

- Good planning and organization should precede field trips.
- An example of good planning would be a field trip to a theater to see a play. This trip might be followed up with the student writing a report that focuses on the academic and/or enrichment value such as the play's meaning within the context of his/her own life experience.

# Considerations When Planning a Field Trip

- **Supplanting** – In order to avoid supplanting, 21<sup>st</sup> CCLC funding can only be used for educational field trips that are coordinated and provided by the 21<sup>st</sup> CCLC program.
  - The educational field trips should be directly connected to the academic or enrichment components of the grant.
  - 21<sup>st</sup> CCLC funding cannot be used for field trips provided or coordinated by the core instructional day.

# Considerations When Planning a Field Trip

- **Liability** – The Local Education Agency (LEA)/Organization hosting the educational field trip holds the liability for the students during the field trip.
- **Permission** – Qualified staff (i.e., teachers, instructional aides, etc.) are able to sign the students in and out while in attendance at the educational field trip during program hours.
- **Attendance** – Only students who attend the 21<sup>st</sup> CCLC program are allowed to attend.



# Considerations When Planning a Field Trip

Below are questions to consider prior to taking a field trip:

- What is the relevance of proposed field trip to a learning objective?
- What teaching will occur prior to, during, and after the field trip to make it contextually relevant to the students' experiences?
- How will the trip's educational value be assessed upon completion of the trip?
- How will the field trip costs be covered?
- How will lunch be provided since it is not allowable through the grant?
- What is the impact of the trip on available program budget resources?

# Where Can We Go?

- Museums
- T.V. Stations
- Colleges & Universities
- Aquarium
- Zoo
- State Parks
- Police Departments
- Caverns
- Theatre - plays
- Botanical Gardens
- Library
- Historical Sites
- Creamery
- Robotics Competition

# The trip is planned. Now what?

- MUST be pre-approved by VDOE through submission of Field Trip Request form, no later than 30 days prior to proposed trip
- [http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml)

# The field trip was approved!

- Next steps:
  - Follow the division's field trip procedures for planning and transportation
  - Have a fun, educational trip
  - Stay safe
    - T-shirts are an allowable cost for identification purposes on field trips
    - Take your **students and staff lists** and contact information

# Why was the field trip denied?

- Did the field trip directly link to the goals and objectives of the grant?
- Was the field trip appropriate for the age/grade of the students?
- Was the field trip reasonable and necessary?
  - Grant Budget \$100,000
  - Field Trip Costs: \$50,000
- Was the field trip deemed entertainment?
  - Power Ranger Movie
  - Dollywood

# Reimbursement

- When requesting reimbursement through OMEGA be sure to include:
  - Destination which includes the venue and city and state if outside of VA
  - Date of the field trip
  - Number of students and staff who attended
  - Item description

# FAQS

- **Can we go on overnight trips?**
  - Yes, overnight trips are allowable in accordance with your division's policies.
- **Can we buy food?**
  - Food is only allowable on overnight trips.
  - Also water can be purchased to keep students and staff hydrated.
- **Can we travel out of state?**
  - Yes, out of state travel is allowable.
- **May parents come on field trips?**
  - Yes, but field trips do not count for parent hours unless there is a portion of the trip designed or dedicated to parent enrichment.

# FAQS

- **Can we go to Kings Dominion's Physics Day?**
  - No, all amusements parks fall under entertainment.
- **Can we take a charter bus?**
  - Yes, based on the availability of school buses and distances, a charter bus may be the best option.
- **Can we take our entire staff?**
  - Staff numbers should be based on student numbers, maintain the staff-student ratio.
- **May siblings go on these trips?**
  - No, only students of the program may participate in field trips.



# Questions?



# Contact Information

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